

Washington County

Job Description



Title:	Drug Court Female Support Staff	
Division:	Patrol	Effective Date: 07/19
Department:	Sheriff	Last Revised: 07/19
Career Service:	Exempt (Grant Funded)	FLSA: Eligible

GENERAL PURPOSE

Performs a variety of working level professional law enforcement support duties to assist Drug Court tracking staff with the collection and processing of urine samples for drug analysis, data entry of Drug Court Client drug screening results, daily check ins and overall progress in the program. Maintenance of drug screening equipment and other tasks as assigned by the supervisor.

SUPERVISION RECEIVED

Works under the direct supervision of a Patrol Sergeant or assigned supervising officer, and general supervision of the Lieutenant, Chief Deputy, Undersheriff and Sheriff.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

General: Assists Sheriff's Office Deputies assigned to the Washington County Drug Court Program in completing tasks where law enforcement certification is not required.

Drug Screening: Visually observes the collection of urine samples from female program participants. Performs drug screening of collected samples and prepares reports of findings regarding test results. Applicant should possess mechanical abilities sufficient to be trained in the continued operation and maintenance of the equipment utilized in the drug screening process.

Office Duties: Enters results of drug screenings into computer database and files hard copy reports. Records daily phone check-ins of enrolled participants and reports check-in absences to certified law enforcement staff. Processes participant requests, including, but not limited to address changes and travel requests.

Other Included Duties: Assists drug court staff in maintaining overall cleanliness and sanitation of the urine analysis (UA) center.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduate from High School or GED; plus, a citizen of the United States;

AND

- B. Experience Necessary:

- a. At least one year of clerical experience.
b. Ability to work with spreadsheets and word processing documents.

OR

- C. An equivalent combination of education and experience.

2. General Qualifications

Ability to be trained in the operation and maintenance of computerized machinery utilized in the drug screening process; demonstrate problem solving capability; follow established safety practices and procedures while in the workplace.

3. Special Qualifications:

Must be at least 21 years of age. **Due to the nature of the work performed, the candidate must be female.** Must pass an extensive background investigation. Must possess a valid Utah State Driver's License. Maintain a neutral and unbiased position in dealing with clients. Prior law enforcement or substance abuse therapy experience is preferred.

4. Work Environment:

Many functions of the work pose high degree of hazard uncertainty; job places life or personal safety at risk. Various levels of mental application required, e.g., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)